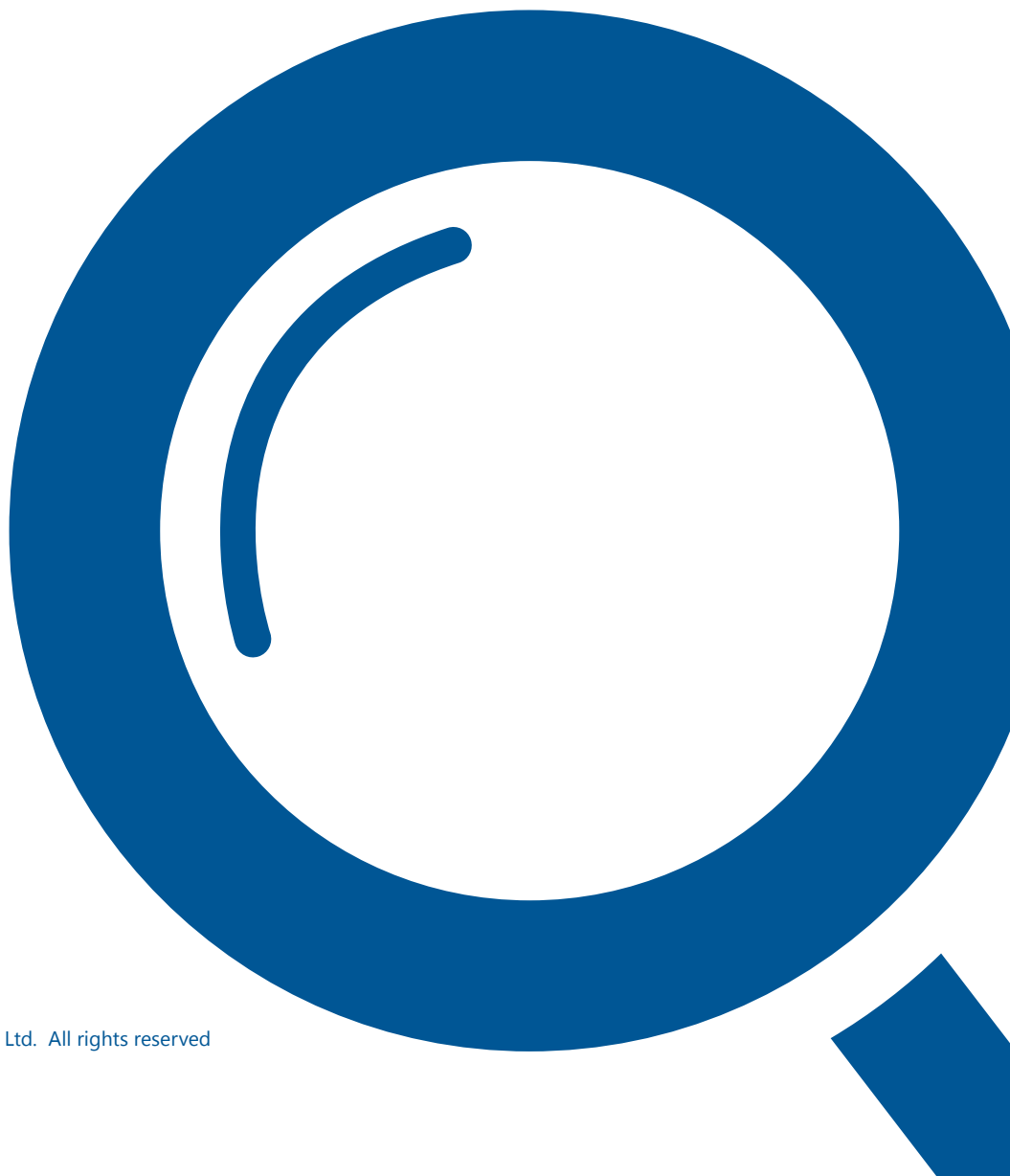




QUESTIONNAIRE GUIDE



QUINTAX® QUESTIONNAIRE GUIDE

This guide is intended to help:

- introduce Quintax
- explain what to expect when completing the questionnaire
- explain how the publishers of Quintax treat your data
- explain what feedback you might be given
- give you advice on how to prepare

INTRODUCING QUINTAX

Quintax is a questionnaire about 'personality' or 'personal style' factors that affect how we behave at work. It is one of a variety of tools that is used to help select and develop people for different job roles. Quintax is also used to give people support when making decisions about career or job search. It is often used to facilitate personal development, and to help people gain most from their learning at work. Quintax also provides worthwhile information for people engaged in study at college or university – information that they can use to help develop their approach to their work.

Quintax has been designed to high scientific standards and is only available to people who have been trained in the professional and ethical use of personality questionnaires. Quintax 'authorised users' agree to a strict set of 'terms of use' set out by SR&A, the publishers of Quintax. The person who has asked you to complete Quintax is either a Quintax Authorised User, or operating under the direction or supervision of one. Sometimes, where a professional is using a Bureau Service for Quintax assessment, or where a piece of University research is being undertaken, the supervisor may even be a member of SR&A's team of business psychologists.

A personality questionnaire helps us to gain information about a person's typical preferences and ways of behaving. While much of this information can be obtained by other means, personality questionnaires have the advantage of being quick to complete and score, and more accurate and objective than some of the other methods that people have used to select and develop people in the workplace.

Gathering more accurate and complete information about people helps us to make fairer and more unbiased decisions. It also helps to ensure that people gain satisfaction from the work they do, and gain sound advice on how to develop their approach to work given their basic preferences. Of course 'personality' isn't just to do with work. The output from Quintax may also help to illuminate your personal preferences outside the work environment. Despite this, the main focus of the questionnaire is your behaviour at work, rather than how you act outside of the work context.

WHAT TO EXPECT WHEN COMPLETING THE QUESTIONNAIRE

Quintax is a questionnaire with 72 questions about your typical preferences and behaviour at work. It was developed by Stuart Robertson & Associates and usually takes less than 15 minutes to complete. The questionnaire is administered using 'standardised' instructions which are intended to be the same for all those completing the questionnaire, whatever the organisation or setting in which the assessment takes place. This helps to ensure fairness across different people. You will be asked to give your first response to each of the questions, and not to ponder too long on any one answer. This tends to give more accurate and clear cut results.

You may meet Quintax as a paper questionnaire. If so, you will find that the questions are included in a booklet, and you will be asked to put your answers on to a separate answer sheet. However, it is more likely that you will be completing Quintax via a computer, tablet or mobile device connected to the Quintax On-line website on the Internet. In this case, the instructions will be presented on screen and the questions will be presented in turn while your responses are recorded from the keyboard or touch screen.

It is very important to realise that once you start the online questionnaire you will not be able to break its completion over more than one session without losing your initial responses. This is a deliberate part of the design. As a result, when completing Quintax via the website, you should ensure you do this in a quiet environment free from distraction, and with enough time to complete the questionnaire once you have begun to answer the questions. Completing the questionnaire in this way means that you will be able to read the instructions carefully and be in the right state of mind to respond. We would strongly discourage anyone who has been invited to complete Quintax remotely from doing so in conditions where they may be interrupted, distracted by others, or where they may easily lose connection with the Internet.

When answering a question in Quintax you will have to decide whether you agree or disagree with the statement on which it is based. To show this, you will have to select one of the following options for each question: strongly agree, agree, slightly agree, slightly disagree, disagree, or strongly disagree. The statements look like this:

1. I always prefer to consult with other team members before making a decision at work.
2. I prefer practical approaches to things, rather than a lot of theory.
3. If I am annoyed with a co-worker, I usually tell them.

Sometimes in organisations, Quintax may be administered in a group situation, so that a number of people can complete the questionnaire at the same time. As there is no time limit, people tend to finish at different times. If so you should sit quietly after finishing, so as not to distract other people. All of these details will be explained again during the administration process. You should also take the opportunity to raise any queries you may have about the assessment process, administration, feedback etc. with the person asking you to complete Quintax prior to starting the questionnaire. The person using Quintax for your assessment should also agree with you what will to happen to the results, and give you relevant and clear assurances about confidentiality.

HOW THE PUBLISHERS OF QUINTAX TREAT YOUR DATA: FAIRNESS

If you are completing Quintax online, you will be asked for information about your age, gender, and biographical background. This data is collected by SR&A purely for research use to ensure that Quintax is not discriminating unfairly between people from different backgrounds. It is not released to other people or organisations and is stored under the terms of SR&A's privacy policy which can be found at www.sr-associates.com.

Although you are not required to answer such questions if you don't wish to, they have no impact upon the interpretation of your results as the information you provide is not used for individual comparisons. Data regarding age and biographical details collected online do not appear in any of your Quintax results, and it is not made available or accessible to the person or people who have asked you to complete Quintax. If you complete Quintax as a paper questionnaire, there will be spaces available on the answer sheet for you to enter your age and gender – again you do not have to give this data if you do not wish to.

Having said this, you are entitled to know how the people who have asked you to complete Quintax will treat your questionnaire results, with whom they will be shared, for how long they will be stored, etc. They have a professional obligation to make these details clear, and you should satisfy yourself by discussing with them whether the arrangements are as you would wish.

WHAT FEEDBACK YOU MIGHT BE GIVEN

The results of the questionnaire may be presented to you in a written report and/or in a face-to-face 'oral' feedback.

Quintax has various forms of written feedback. One of these is a 'Type Report' showing your main results, together with a holistic description of the 'Quintax Type' which appears to give the best description of your results. Further forms of feedback you may receive include reports dealing, for example, with your learning style, your approach to working in teams, your approach to leadership, etc. Each of these is meant to make observations and suggestions for you to consider. You are likely to receive one or other of these after having completed the questionnaire. They are all intended to help you to understand your preferences and how they affect your behaviour at work. Having this understanding can be useful if you want to develop new ways of approaching situations and tasks in the future.

Oral feedback on the Quintax results may be given to you. If this happens you should expect to have the chance to comment on and discuss your results, along with the implications for the way you approach work, study, or job search.

ADVICE ON HOW TO PREPARE

As Quintax is a questionnaire and not a test, there is no need to do anything special to prepare. However, it is helpful to read this information carefully so you know what to expect. If you are completing Quintax via the website, make sure that you leave time before completion to discuss any queries you have with the person asking you to complete the questionnaire. You may be able to do this directly, or you may need to discuss any queries by telephone or email exchange. If you are reading this on the Quintax On-line website, you will also be able to enter your Access Code and read the instructions in order to see if they resolve any of your queries. If you are doing the questionnaire in a remote location, make sure you have enough time to complete it and do it in a quiet environment free from distraction.

If you are visiting an organisation to take Quintax, then simple and sensible advice is try to ensure you get a good night's sleep before you attend and arrive on time, so as to be fresh rather than tired and flustered. Remember to ask any questions you need to before the administration occurs. In an organisation you may be able to deal with these queries face-to-face with the person who is asking you to complete the questionnaire.

Above all remember that we are all individuals, and that there are no right or wrong answers to a questionnaire such as Quintax. What identifies us as individuals is the combination of preferences we have. The implications of the results are not 'set in stone' but are as much a matter for discussion and agreement with you, the respondent, as anything. It is through this discussion that the proper interpretation of the results can be achieved. Quintax is a scientifically well proven tool, so if you complete it in an open and frank manner you will find both that it will reflect your preferences accurately and that it will provide valuable insights into your own and other people's behaviour in the world of work.